

Venue Booking Confirmation

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm your booking of [Venue Name] for the fundraising gala scheduled on [Event Date]. Below are the details of your reservation:

Event Details:

- **Event Name:** [Fundraising Gala Name]
- **Date:** [Event Date]
- **Time:** [Start Time] to [End Time]
- **Number of Guests:** [Expected Attendance]

Venue Details:

- **Venue Name:** [Venue Name]
- **Address:** [Venue Address]
- **Contact Person:** [Contact Name]
- **Contact Telephone:** [Contact Phone Number]

Please review the details above. Should there be any changes or additional requirements, do not hesitate to reach out to us.

We look forward to hosting a successful event!

Best Regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]